

SUPPLEMENTAL JOB DESCRIPTION

Classification: Dormitory Supervisor I

Function Code: 3720-090

Position Title: Dormitory Supervisor I

Date Established: 8/15/88

Position Number: 9TEMP

Date of Last Amendment: 9/12/07

SCOPE OF WORK: Serves as supervisor of sleeping quarters of Tirrell House, a halfway house for recovering male substance abusers within the Division of Alcohol and Drug Abuse Prevention and Recovery (DADAPR).

ACCOUNTABILITIES:

- Performs basic and preventative maintenance of the Tirrell House facility as needed.
- Supervises a dormitory and insures the correct social conduct and welfare of the residents.
- Checks rooms to insure that the residents maintain suitable living standards.
- Checks the work of the residents to insure that the facility is maintained in proper order.
- Secures the facility after curfew.
- Maintains a dormitory directory and makes necessary changes.
- Transports residents to Alcoholic Anonymous meetings, medical, dental, legal appointments and other house functions.
- Monitors and supports client interactions and activities consistent with individual treatment plans.

MINIMUM QUALIFICATIONS:

See Class Specification for Dormitory Supervisor I

License/Certification: Must possess a valid driver's license in the state in which the employee resides, with appropriate endorsements required for the type of vehicle being operated. Must possess or successfully complete a Defensive driving Course as approved by the New Hampshire Safety Council within the first six (6) months of employment. As a condition of and prior to hire, the applicant must have verified their current New Hampshire driving record supplied by the Dept. of Safety, Division of Motor Vehicles indicating no major traffic violations.

SPECIAL REQUIREMENTS: Must be able to conduct urine screening of clients and be able to discharge clients, when appropriate, i.e. under the influence of alcohol/drugs.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

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SIGNATURES: I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Alan Coburn, Supervisor Halfway House, #16589

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date

Supervisor's Name, Title, & Position #: Alan Coburn, Supervisor Halfway House, #16589

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved